

## Setting Up PowerSchool Gradebook

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To access your gradebook, launch your browser and go to  
<http://powerschool.generalmclane.org:8080/teachers>

Log in using your lastname.first initial and your password.

### Setting up your gradebook

Define Categories for your assignments

Default: homework, project, quiz, test

Double-click category name to set defaults for points possible, score type, and to checkmark if assignment will be included in final grade

Score types

Points – to record the number of points a student has earned on an assignment

Percentage – to record the percentage earned on an assignment (PS still uses points to calculate)

Letter Grade – to record a letter grade for the assignment (PS still uses points to calculate)

To add a new Category

Click + at bottom of category list

Name the new Category

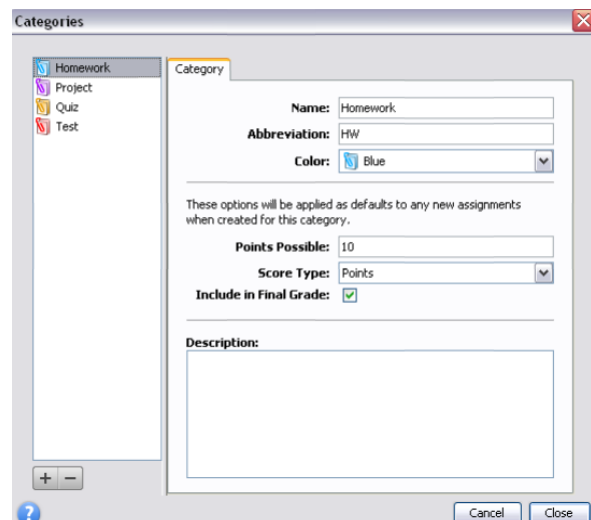
Define the Abbreviation

Define the Color

Set Defaults for Category

points possible, score type, and if new assignment will be included in final grade

description is optional, only for your use



The screenshot shows the 'Categories' dialog box in PowerSchool. On the left is a list of categories: Homework, Project, Quiz, and Test. At the bottom of this list are '+' and '-' buttons. The 'Category' tab is selected, showing a form for editing a category. The 'Name' field contains 'Homework', 'Abbreviation' contains 'HW', and 'Color' is set to 'Blue'. Below these fields, a note states: 'These options will be applied as defaults to any new assignments when created for this category.' The 'Points Possible' field is set to '10', 'Score Type' is set to 'Points', and 'Include in Final Grade' is checked. There is a large text area for 'Description' at the bottom. At the very bottom of the dialog are 'Cancel' and 'Close' buttons, and a help icon (?) on the left.

## Grade Setup

Determines how final grades are calculated

MUST be set up for each class, each term/semester

Click Grade Setup tab

In Calculate Mode, see two panes

Upper – terms/semesters

Lower – define how to  
calculate final grade

Choose how many low scores to  
discard (drops the student's lowest  
score)

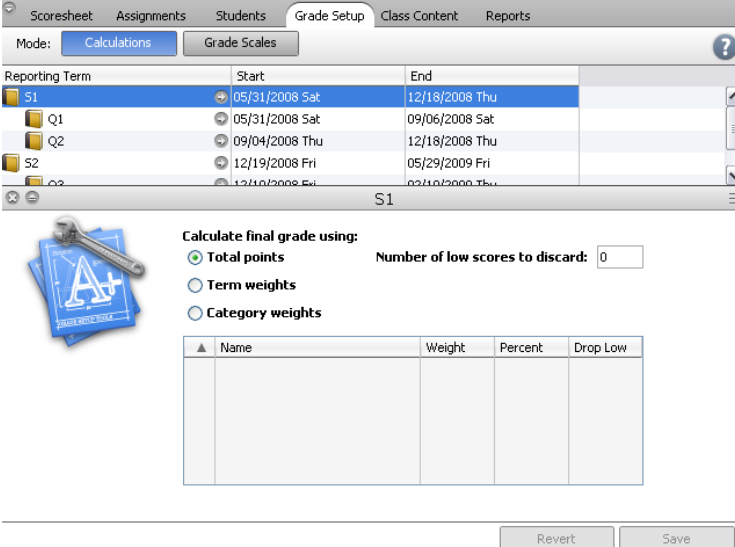
Choose calculation method:

\*Total Points – accumulates points  
earned and divides by total points  
possible

\*Term Weight – weighting terms in a  
semester class

\*Category Weight – weighting categories to calculate the final grade  
choose categories and weight

Click Save



Reporting Term	Start	End
S1	05/31/2008 Sat	12/18/2008 Thu
Q1	05/31/2008 Sat	09/06/2008 Sat
Q2	09/04/2008 Thu	12/18/2008 Thu
S2	12/19/2008 Fri	05/29/2009 Fri
Q3	12/19/2008 Fri	02/19/2009 Thu

Calculate final grade using:

☒ Total points      Number of low scores to discard: 0

☐ Term weights

☐ Category weights

Name	Weight	Percent	Drop Low

Revert      Save

***\*make sure that all weights add up to 100%***